Student Educational Employment Program (SEEP)

- *Formerly named Co-operative Education Program (Co-op)*

- *Comprised of two components*
  - *Student Career Experience Program (SCEP)*
  - *Student Temporary Employment Program (STEP)*

Student Educational Employment Program (SEEP)

Open to students pursuing

- *High School Diploma*
- *Vocational/Technical Certificate*
- *Associate Degree*
- *Baccalaureate Degree*
- *Graduate Degree*
- *Professional Degree*

Student Educational Employment Program (SEEP)

Student Career Experience Program (SCEP)

- Offers valuable work experience directly related to academic field of study.

- Must be enrolled or accepted in a program and pursuing a degree/certificate in a career field utilized by NAWCWD.

- Meet college/university cooperative education program requirements.

Student Educational Employment Program (SEEP)

Student Career Experience Program (SCEP)

- *Be in good academic standing - 2.8 GPA*
- *Tuition/textbook assistance.*
- *Agreement signed by all parties.*

Student Educational Employment Program (SEEP)

- ## *Student Temporary Employment Program (STEP)*

  - *Provides temporary employment in areas which may be unrelated to academic field.*

  - *Must be in good academic standing, 2.8*

  - *1 year appointment.*

Student Educational Employment Program (SEEP)

Eligibility Requirements

- Be at least 16 years of age.

- U.S. Citizen.

- Meet security and/or fitness requirements.

- Must be a student (enrolled or accepted for enrollment at an accredited school and pursuing a degree, certificate in a career field utilized by NAWCWD).

- Be enrolled at least half-time or full-time.

- Good academic standing.

Student Educational Employment Program (SEEP)

Benefits

- *Supplemental income.*
- *Tuition and textbook assistance (SCEP only).*
- *Life and health insurance.*
- *Vacation, sick and holiday leave.*

Student Educational Employment Program (SEEP)

Work Schedules

- *Must be planned consistent with student's studies or career goals.*

- *Meet the minimum study-related work hours requirement for conversion - **640 hours.***

- *Students who alternate periods of study and employment must carry full-time academic course load (12 semester).*

- *May work full-time when school is not in session.*

Student Educational Employment Program (SEEP)

Work Schedules (cont.)

- *Part-time students must work a minimum of 16 hours per week with at least half-time academic course load.*

- *Students who fail to meet minimum academic course load requirements and GPA will be terminated from program.*

- *Students cannot be carried in a duty status while attending class. All absences related to class attendance must be recorded as annual leave or leave w/o pay.*

Student Educational Employment Program (SEEP)

Recruitment Sources

- Placement Offices
- Job Fairs
- Recruitment Staff
- Direct Application

Student Educational Employment Program (SEEP)

Application Process

- *Resume'.*
- *Transcripts.*
- *Current course schedule.*

Student Educational Employment Program (SEEP)

Recruitment process

- *Selecting official responsibilities:*
  - *Identify staffing requirements.*
  - *Submit written description of duties/title position to the SEEP coordinator.*

Student Educational Employment Program (SEEP)

Recruitment Process (cont.)

- *SEEP Coordinator Responsibilities:*
  - *Prepare write-up for advertising/posting*
  - *Review resumes of applicants*
  - *Provide copy of resumes to selecting official*

Student Educational Employment Program (SEEP)

Selection Process

- *When a selection is made, the selecting official notifies SEEP Coordinator with name of selected candidate.*

- *SEEP Coordinator will contact your PMA to determine classification and salary.*

- *Selecting Official will generate PPI, PAC, OF-8 (PD Cover Sheet and Superior Qualifications Letter.*

Students selected based on the strength of their academic accomplishments, career goals, experiences and staffing needs.

Student Educational Employment Program (SEEP)

- *SEEP Coordinator will forward recruitment package to Head, Employment Team for approval/disapproval of Superior Qualifications Letter.*

- *Complete package will be taken to the Personnel Assistant for processing with HRSC-SW.*

Student Educational Employment Program (SEEP)

- *For more information contact:*

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